

ADMINISTRATIVE-INTERNAL USE ONLY

10 APR 1979

MEMORANDUM FOR: ADMAG Members

STATINTL

FROM : [REDACTED]
Chairman, ADMAG

SUBJECT : Minutes of 4 April 1979
Special ADMAG Meeting

1. Attendance: The meeting began at 1530. All ADMAG members except Bob H., MG Career Service, were present.

2. DDA Comments: Mr. Wortman and [REDACTED] called this special meeting so the DDA could introduce himself to the ADMAG. (Previous attempts to meet with the DDA during regularly scheduled ADMAG meetings had been frustrated by conflicts in the DDA's schedule). Mr. Wortman commented on significant issues facing the DDA:

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- a. Reaction to the NAPA report on the agency personnel system.
- b. Overseas working conditions with special emphasis on the problems of finding meaningful work for spouses.
- c. Information Processing, particularly the implication of new technology and merging of technologies such as communications, data processing and office automation.

- d. Security: Maintaining the appropriate balance and industrial security policies.
- e. The DDA Community role: responsibilities in security and training.
- f. The CIA position on the ongoing civil service reform activities.

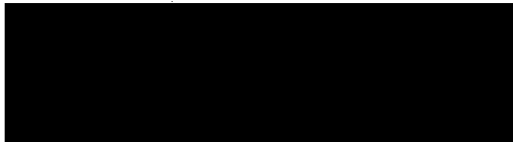
Mr. Wortman indicated that the above should not be taken as an agenda for ADMAG. He believes a useful role for ADMAG is as a sounding board. Because of another meeting Mr. Wortman had to leave at about 1630.

3. Energy Conservation: Don W., OL rep., had invited Pete D. from the OL Plan Staff to talk to ADMAG on energy conservation. Pete is in charge of the high priority Agency effort to develop an active energy conservation program. As part of this effort, Pete is soliciting suggestions from MAGs. He spoke to ADMAG from about 1630 to 1710. Pete wanted ADMAG members to solicit suggestions from their office MAGs or contacts on conservation techniques. ADMAG members agreed to do this, but individual members were of the opinion that 1) we have no special expertise, 2) ADMAG contacts on technical issues such as energy conservation are not unique, 3) a general notice from OL soliciting employee suggestions would be very useful, 4) a program encouraging employees to use the existing Suggestions Awards System with emphasis on cash awards and expedited processing for energy conservation suggestions might be effective, and 5) MAGs might be most useful for comments on what employee reaction to energy conservation policies might be (not on developing the suggestions directly).

4. NAPA Report: A brief discussion of the NAPA report ensued. MAG comments were requested on the NAPA cover memo by 13 April. Mr. Wortman reiterated this request. The chairman commented that because of time limitations and ADMAG receiving only one copy of the report (which is circulating among ADMAG members), the logistical problems of formulating a reply to

the complex and lengthy NAPA report were formidable. It was requested that any comments on the report be phoned in to the chairman. Depending on the nature and timeliness of members comments, the chairman will attempt to formulate a reply strategy.

5. Next Meeting: The meeting was adjourned at about 1715. The next regular ADMAG meeting will be on 16 April 1979 at 1500 in the DDA Conference Room (7D32).



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Agenda for ADMAG Meeting

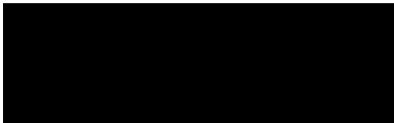
16 April 1979, Room 7D32

Old Business

1. Speaker: OL Rep. on Space Problem (1500)
2. Speaker: DDA Rep. on Office Communication (1600)
3. Energy Conservation Suggestions
4. Snow Dismissal Policy (Draft Attached)
5. Update on Ames Building Vending Machine Situation (OL Rep.)
6. Work Order Prioritization (OL Rep.)
7. Hospital Insurance Problem (Memo Attached)

New Business

1. NAPA Report Response (30 April Deadline)
2. Visitor Badges Memo (Attached)

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